



Tapestry

Policy Statement

At Buckles and Bows Pre-School we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can also post any comments and photographs of their own, helping to provide a strong partnership between the setting and home as the children develop from when they first attend nursery.

Parents/carers without access to the internet can access their child's learning journey at the Pre-school at an agreed time.

Procedures

How Does Tapestry Work?

Observations and Planning

The manager and Administrator has full viewing and editing control of the system. Only they can input the personal details for each child and family members/carers. Any updates to this information can only be changed by a manager or Administrator.

Each child is allocated a key person who is responsible for monitoring their development and for completing their learning journey. By recording observations, the child's key person can capture their experiences, track their development, plan their next learning steps, contribute to planning and ensure that the child makes significant progress throughout their time in pre-school.

Staff can make observations for each other's key children if the occasion arises. All observations added to the Tapestry system by staff must initially be approved by the manager before they are added to the journals.



Security for Parents

As part of our registration process, parents/carers must sign an Tapestry parent permissions form; notifying the pre-school if they give/do not give their consent for their child's image to appear in other children's learning journals as either a photograph or as part of a video. If this consent has been withheld, their child will not appear in another child's learning journey; though this can cause difficulties with group observations. This information is given to all staff members to adhere to.

Also on the Parent permissions form and before accessing the system, parents/carers must sign an agreement not to download and share any information on any other online platforms or social networking sites (such as, but not limited to Facebook). If they do not agree to this then their child will not be part of the tapestry system and they will not be able to view their learning journey online.

The activation process is started by Buckles and Bows and Tapestry emails the parent/carer with a link to set up their own secure password to the system.

Parents/carers have 28 days to activate this link, before it becomes invalid. Parents can contact Buckles and Bows for a new link, which then must be activated within 24 hours.

Parents/carers logging into the system are only able to see their own child's learning journal.

Parent/carer access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos. Any observations added by parents/carers must be approved and added into the journal by the managers to ensure appropriate content.



Whilst Tapestry provides a fantastic tool for sharing information between the PreSchool and parents/carers, it should not be used as a way of sharing general communication. Buckles and Bows advises that parents/carers discuss any issues they may have in person; either with a manager or their child's key person.

Email notifications

Parents/carers can opt to have an email notification each time a new observation is added to their child's journal.

Frequency of Posts

During the sessions, the staff are focused on the children. As such, online observations are often completed and added outside of session and their frequency may be irregular. The aim is to add at least one key person observation within a fortnightly cycle for each child. Staff may not be able to give an immediate response to any comments or observations posted by parents/carers, but will reply as soon as possible.

Devices

Staff use the Tapestry app on Amazon Fire tablets to record their observations. They can also take photographs and record videos for observational purposes on the tablets. Each member of staff will have their own tablet and each staff member has a secure login which is password and pin protected. Only Tapestry can be accessed from these tablets. Staff attempting to access websites on these tablets without the permission of a manager could be subject to disciplinary action for gross misconduct. Photos and videos will be removed from the devices at regular intervals.

Staff can work on the journals from home on their own devices. Staff are not permitted to take the tablets home. They are not permitted to download any photographs or videos from Tapestry to their own devices. They must be



aware of other people around them and make sure that they are not overlooked. They must log out of the system as soon as they have stopped working. If any member of staff suspects that their login details have been compromised in any way, they must inform the managers and new login details will be created.

The Administrator and Manager also access Tapestry from main computers away from the setting. These have online security and are password protected. The Manager and Administrator ensure that they log out of the system when they have finished working.

Safeguarding

- All staff using Tapestry are DBS checked.
- As part of our supervision process, all staff sign self-declaration forms declaring their suitability to work with children.
- At all times staff must comply with Buckles and Bows Pre-Schools Safeguarding and Child Protection policy.
- All staff are given their own login details from which they set up their own passwords.
- Staff must maintain confidentiality and professionalism always, making sure that all entries on Tapestry are appropriate.
- A failure to adhere to the usage criteria will result in disciplinary action.
- In the event of a breach of policy it is possible to disable a user's access to Tapestry if required.

Data Collection and Storage

The Tapestry on-line learning journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Buckles and Bows Pre-school; we are registered controllers of data with the Information Commissioner's Office and are bound by the General Data Protection Regulation 2018.



When Children Leave the Setting

When children move to another setting we will transfer the Tapestry account to the new setting if they use this system. If they do not, then we will email a PDF to the setting. If they wish to keep a copy of their child's learning journey, parents/carers can download it at any time. They are advised to do this in parts, termly, as the file can be extremely large after a child has completed either one or two years in the setting. All details of children and their parents/carers who leave Buckles and Bows Pre-School are made inactive and permanently deleted from the pre-school's Tapestry system before the new academic year begins.

Parents can view Tapestry's Online Learning Journey contract which is compliant with the GDPR 2018 on:

<https://tapestry.info/contract/index.html>

This policy runs in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- E-Safety Policy
- GDPR Privacy notice
- Confidentiality Policy
- Disciplinary and Grievance Policy

This procedure was adopted at a meeting of the pre-school held on.....

Signed on behalf of the pre-school.....

Position within group.....

Review date.....